Labels

Introduction

Labels are key words or tags that you can add to pages, blog posts, attachments and spaces. You can define your own labels and use them to categorize, identify or bookmark content.

For example, you could assign the label 'accounting' to all accounts-related pages on the site. You can then browse all pages with that label in a single space or across the site, or display a list of pages with that label. You can search based on the label, or use it to filter items when you subscribe to a Earthdata Wiki RSS feed. There are several macros that utilize labels to categorize, identify or bookmark content.

Because labels are user-defined, you can add any word that helps you identify the content in the site.

You can add or remove labels without affecting the page content.

Advantages of Labels

Here are some of the advantages of using labels:

- Labels are user-defined which means that you decide what information is relevant to you and how you are going to label it.
- You can group pages and spaces without having to restructure the site.
- Labels are easy to add and edit, and do not affect the content of the page.
- You can add as many labels as you like to a page or space.

Content Labels

You can add labels to pages, blog posts and attachments. Any user with permission to view the page can also view its labels.

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Related pages:

- Quick Reference Guide for the Confluence Editor
- Confluence Wiki Markup
- Confluence User's Guide

Labeling a Page or Blog Post

Any user with permission to edit a page can add a label to a page.

To add a label to a page or blog post:

1. Go to the page. If the page already has labels, these will be listed at the bottom of the page, below the page content.
2. Click the edit icon beside the list of labels, or press L on your keyboard.
3. Type in a new label. Existing labels are suggested as you type.
4. Click **Add**.

Labeling an Attachment

Any user who has permission to view or edit the page that contains the attachment can add a label to the attachment.

To add a label to an attachment:

1. Go to the page that contains the attachment. Choose **Tools** > **Attachments**.
2. Alternatively, go to the attachments view of the space:
   Go to a page in the space and choose **Browse** > **Attachments**.
3. You will see a list of attachments, with columns for attachment name and other details. If the attachment already has labels, these will be listed in the **Labels** column.
4. Click the edit icon beside the list of labels.
5. Type in a new label. Existing labels are suggested as you type.
6. Click **Add**.

You can also add labels in a list of attachments displayed by the Attachments macro, by clicking the edit icon beside each label as described above.

Space Labels and Space Categories

You can also apply labels to spaces and use them to categorize your spaces.

Confluence provides the following types of space label:

- **Space labels.** A space label can be used to group related spaces for display by the Content by Label macro, and for ranking search results. You use space labels in a similar way to global labels.
- **Space categories.** A 'space category' is a special type of space label that Confluence uses to group spaces in the space directory, and in the recent activity area of the dashboard. The rest of this page describes space categories.

Note that you can only set up space categories if you are a space administrator for that space, or you are a Confluence system administrator.

Using Space Categories

Here is an example of using space categories. Let's assume that you have one or more spaces that your Sales team may be interested in. You can use the category 'sales' to group those spaces together.

1. First add the 'sales' category to the relevant spaces, as described below.
2. Then, in the space directory, you can click the relevant tab to see only the spaces with the chosen label.
3. And, you can see updated content in those spaces by choosing the 'sales' category under the **Space Categories** tab in the recent activity area of the dashboard.

Categorizing a Space

When you categorize a space, you add a 'space category' to the space. A category cannot exist if there are no spaces labelled with that category.

To categorize a space:

1. Navigate to the space you wish to categorize.
2. Go to any page in the space and choose **Browse** > **Space Admin**.
   Note: 'Space Admin' is displayed only if you are a space administrator for that space, or you are a super user (a member of the `confluence-administrators` group).
3. Click **Space Labels** in the left-hand panel.
4. Under 'Space Categories', enter your category name and click **Add**.
   Alternatively, click a category in the list of 'Suggested Space Categories' displayed on the screen.

Removing a Space from a Category

Removing a space from a category is the same thing as removing the category from the space.

To remove a space from category:

1. Navigate to the space you wish to remove the category from.
2. Go to any page in the space and choose **Browse** > **Space Admin**.

> *Note:* 'Space Admin' is displayed only if you are a space administrator for that space, or you are a super user (a member of the `confluence-administrators` group).

3. Click Space Labels in the left-hand panel.
4. Click the x next to the space category.

Removing an Entire Space Category

To remove a whole space category from Confluence, just remove that category from all spaces, as described above. A category cannot exist if there are no spaces labelled with that category. The space category will disappear from the dashboard and space directory.

To remove an entire space category from Confluence:

1. Choose Browse > Space Directory.
2. Click the tab corresponding to the space category that you want to remove.
3. You will see a list of all spaces in that category. Click the spaces one by one, and remove the category from each space.

Removing Labels

Labels are key words or tags that you can add to pages, blog posts and attachments. You can define your own labels and use them to categorize, identify or bookmark content in Confluence. You can see the existing labels, and the pages which contain the labels, by viewing labels and labelled content.

Removing labels in Confluence

To remove a label from a page or blog post:

1. Go to the page that contains the label. You will see the labels at the bottom of the page below the page content.
2. Choose the edit icon beside the list of labels, or press L on your keyboard.
3. In the 'Labels' dialog, choose the **X** next to a label to remove that label.
4. Choose **Close**.

Label Macros

There are many macros that utilize labels to categorize, identify or bookmark content.. Click on **Insert > Other Macros** and type in "Label" to find out all macros that utilize labels.

Some macros that use labels:

- **Content by Label**: Lists pages tagged with one or more specific labels.
- **Content Report Table**: Provides a content report in table format, based on labels.
- **Navigation Map**: Creates a map of pages associated with a specified label.
- **Recently Used Labels**: Lists the most recently used labels in a predefined scope of spaces.
- **Related Labels**: Lists labels used on other pages that have labels in common with the current page.
- **Popular Labels**: Generates a list or 'heatmap' of the most popular labels.